

## I. Hotspot and Tablet Lending Agreement

The Douglas Library of Hebron lends out both Hotspots and Tablets to Douglas Library card holders in good standing ages 18 and above (i.e. library card is not blocked due to unpaid fines or lost material) accompanied by a valid photo ID. The lending period for the hotspots and tablets are **one (1) week**. The hotspots or tablets may not be reserved or renewed. The Douglas Library reserves the right to refuse service to patrons who abuse equipment or are repeatedly late returning electronic devices. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Illegal use of this device is prohibited.

- A patron must present his/her library card along with a government issued photo identification to the circulation desk. Once a hotspot or tablet is checked out to a patron, it becomes the responsibility of the patron.
- Only one device may be checked out to a family or household at one time.
- Any changes in condition, of the device, or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical issues are encountered while in the care of the patron, patron should notify the library immediately.
- Items must be returned directly to a staff member. They are not to be returned to another library or in the book drops. Devices returned in a book drop or at a different library will be fined \$10.00. Each item will be examined upon return and any damage discovered will be billed to the patron.
- A returned hotspot or tablet must remain available in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- An overdue fee of \$10.00 per day up to the full replacement cost of \$180.00 will be charged for a hotspot or \$120.00 for tablet. Damaged devices or parts will be charged at full replacement cost.
- If the borrower refuses to pay the replacement cost for the device, he/she will be blocked from further borrowing privileges until the amount is below \$5.00. If the patron returns the hotspot or tablet late three (3) times, he/she will be barred from borrowing electronic devices.

I understand and agree to these rules. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this device in good working condition to a staff member at the Douglas Library of Hebron and free from damage.

Name \_\_\_\_\_

Library Card# \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

(Adopted 8/8/2016)